



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Charles M. Palmer
Director

05/12/15

Ruth Dove El
936 23 Ave Unit J
Coralville IA 52241

Dear Ruth,

This letter is in regards to the compliance check of your Level B, Registered Child Development Home completed on 5/5/15. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.4 No more children are in care than the rules for the specific category will allow.

As a Level A provider you are limited to 8 children in care at a time. Of these 8 children only 6 can be under school-age. You had 10 children in your care upon my visit, all under school age. You are limited to no more than 4 children under 24 months of age and of those no more than 3 can be under 18 months. You had 6 children who were less than 24 months for of age.

☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.

Issues are: one upstairs bedroom is locked and you indicated you do not have a key so it could not be observed. You will need to obtain a key so that room can be observed for compliance/complaint visits.

I did observe you using the same wad of toilet paper to wipe 2 different children's noses. You wiped 1, turned it around and wiped the other child. You need to use clean material for each child.

You had infants sleeping on the floor with toddlers walking around them. You need to sleep children when they cannot be fallen on, or otherwise hurt.

I was in your home for 5 hours and observed some of the children whose diapers were changed only once and others were not changed at all. Babies diapers should be checked at least every 2 to 3 hours and changed if wet or soiled.

☐ 110.5(1)a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

You need all the information noted above, for each child, posted in your home and when you're traveling with the children.

☐ 110.5(1)c The first-aid kit is sufficient to address first aid related to minor injury or trauma and stored in an area not accessible to children. **You state you do not have the required supplies for your first aid kit. The guidebook on page 50 addresses the items that should be in your first aid kits.**

☐ 110.5(1)e All accessible electrical outlets are safely capped. **Needed caps on outlets in the following locations: upstairs hallway and dining room. All outlets should be checked for caps every day to ensure child safety.**

☐ 110.5(1)e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc. **Electrical cords were found: one cord running under the rugs in the living room from across the room. This was the cable cord. It cannot run underneath rugs.**

☐ 110.5(1)f Combustible materials are kept away from furnaces, stoves, gas dryers, or water heaters. **Fire marshal states there should be a 3 ft clearance from all gas pilot lights. You need to move stuff away from the furnace and water heater so you have a 3 foot clearance.**

☐ 110.5(1)g Safety barriers are at stairways and doors as needed.

Needed for all steps, (both top and bottom if children are on both levels) if you are caring for children under age 3 and children who have an unstable gate. You took the children all upstairs to use the facilities. The children were all waiting in the hallway by the stairs. You do need to gate the upper part of the stairs if you continue this practice of having the children wait by the steps.

☐ 110.5(1)o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and www.iowasmokefreeair.gov. **Need on the following doors: for garage, back door, and car if used. Suggest you contact CCRR and ask for their window clings.**

☐ 110.5(1)u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies. **You need to develop your policies. You stated you were working on this with CCRR. Many providers put this information in their contract.**

☐ 110.5(1)v The provider has written policies about responding to health-related emergencies. **You need to develop your policies. You stated you were working on this with CCRR. Many providers put this information in their contract.**

Items “u and v” address the need to have written policy on children who are mildly ill and how you would respond to health related emergencies. Please develop those policies to share with your families. You can see samples of this in the guidebook on page, 54 for children who are mildly ill and page 53 for health related emergency policies. You should prepare something similar to these to address the rules/policies of your program. Many providers use what the local school uses for ill policies. That makes it easy on both you and the parents because they know those rules usually.

Health Related Emergency Policy ----Sample

In the event of a minor health related emergency (ie: bloody nose, scraped knee, minor cut) I will use my first aid CPR training as needed. I will complete an injury report form and give to the parent at time of pick up along with calling or texting the parent after the child’s needs have been dealt with.

In the event of a health related emergency that exceeds my ability, I will call the parent/guardian/ or (emergency contact person if the parent can not be reached) for further directions.

In the event of a life threatening health emergency I will call 911 and call the parent as soon as possible. If the child is required to be transported for medical attention they will go via ambulance unless the parent /guardian/ emergency contact has arrived and can make the determination for transportation. I will stay with the other children in care.

The above policy illustrates why I must maintain accurate information on all phone numbers and addresses for parents, guardians, and emergency contact persons along with medical providers for your child. Please ensure that is accurate at all times.

I maintain a valid CPR and First aid certificate along with a first aid kit to meet the needs for minor injuries.

I will complete an injury report form and send a copy home with the family and retain one for the child's file if first aid is applied due to an injury.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2)a A physician's signed **statement of health and immunization status** on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years. **Need now every 3 years and on the new form which I left a copy for your use for yourself and all adult household members. All other household members need a current physical within the last 3 years.**

☐ 110.5(2)c An individual file is maintained for each staff assistant and contains: **Need a file for the staff assistant(s)**

☐ 110.5(2)c A completed DHS Criminal History Record Check, form B, 595-1396 **Once an assistant is approved by Des Moines you will get a letter to let you know they are approved – finger print (if age 18 and over), Criminal and child abuse checks have been completed and the individual can be utilized by you as an assistant. That letter stands as your criminal history check. You can not allow someone to assist in your program until you have that documentation back, noting that they are approved.**

☐ 110.5(2)c A completed Request for Child Abuse Information, form 470-0643 **Once a assistant is approved by Des Moines you will get a letter to let you know they are approved – Finger print (if age 18 or older), Criminal and child abuse checks have been completed and the individual can be utilized by you as an assistant provider. That letter stands as your child abuse history check. You can not allow someone to assist in your program until you have that documentation back, noting that they are approved.**

☐ 110.5(2)c A physician's signed statement of health and immunization status at the time of employment and at least every two years thereafter. **Need now every 3 years and on the new form which I left a copy for your use.**

☐ 110.5(2)c Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years. : **Need for your assistant**

I am including the web site to obtain the mandatory reporter training for free. This web site is sponsored by the Iowa Department of Public Health. If there are any problems with using it or obtaining a certificate you will need to call the number on the web site.

WHO: This training is designed for child care providers

WHAT: Mandatory Child Abuse Reporter Training for Child Care Providers

WHERE: On-Line, start at this link <http://dhs.training-source.org> You must register by entering your provider number
WHEN: Any time day or night, this is a self-study course. Your certificate will be made available for you to print upon successful completion of the course. I believe it takes 2 – 3 weeks to obtain the link to print the certificate after you successfully complete the course.

110.5(8) Children's Files

110.5(8) An individual file is maintained for each child and **updated annually or when there are changes**. Each file contains: **The children's files must be updated annually with the emergency medical authorization completed yearly. If the parent wants to review, edit and re-sign and date the intake and emergency medical authorization instead of completing a new form that is ok. I suggest you pick a date, such as the first of the year, beginning of school, your birthday or anniversary, Valentine's Day, etc. On that date I suggest you double check for a current physical form and immunizations (if there were any updates) and have the parents redo or re-sign the emergency medical and intake information.**

6 children did not have any information regarding their parents or contact information including emergency medical authorization.

☐ 110.5(8)a Identifying information including, at a minimum, the child's name, birth date, parent's name, address, telephone number, special needs of the child and the parent's work address and telephone number. **Need for: 3- GL's, AP, DS, CF, KS, KVS, and SP.**

☐ 110.5(8)b Emergency information including where the parent can be reached, the name, street address, city and telephone of the child's regular doctor, and the name number, telephone number, and relationship to the child of another adult available in case of emergency. **Need for: 3- GL's, AP, DS, CF, KS, KVS, and SP.**

☐ 110.5(8)c A signed medical consent from the parent authorizing emergency treatment. **Need for all BUT AU.**

☐ 110.5(8)d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance. **Need for: 3- GL's, CF, & KVS**

☐ 110.5(8)d For school-aged children: On the first day of attendance, a statement of health status signed by the parent or legal guardian. **Need for: AP.**

☐ 110.5(8)e For school aged children: An annual statement of health condition signed by the parent or legal guardian, annually from date of admission physical. **Need for: AP.**

☐ 110.5(8)f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child. **Need for: 3- GL's, AP, DS, CF, KS, KVS, and SP.**

☐ 110.5(8)g A signed and dated immunization certificate provided by the state department of public health. **Need for: 2 of GL's, DS and CF were from another state. Need to have them on the Iowa form. Your CCRR nurse may be able to transfer these or the child's doctor's office can transfer them. Also needed for AU, AP, and baby GL.**

☐ 110.5(8)h For each school-age child, record of a physical exam completed at the time of school enrollment or since. **Need for: AP.**

☐ 110.8(1) SPECIFIC REQUIREMENTS FOR CHILD DEVELOPMENT HOME CATEGORY "A"

☐ 110.8(1)a Not more than six preschool children present at any one time including infants. **You had 10 children in your care, during my visit, all under school age.**

☐ 110.8(1)a Of these six children, not more than four children who are 24 months of age or younger are present at any one time. **You are limited to no more than 4 children under 24 months of age and of those no more than 3 can be under 18 months. You had 6 children who were less than 24 months for of age.**

I am also enclosing the Child Development Home Safety Plan you signed which has been signed off on by my supervisor.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☒ Based on the items out of compliance listed above, you will be required to have a recheck or follow up visit to your home. This visit will occur after the 45 day time period has elapsed.

Please do not hesitate to contact me at DHS at 319-892-6826 if you have any questions regarding this letter.

Sincerely,

Lisa Wesbrook
Social Worker II

Irene Holzwarth
Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 866-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).